

The Bidder shall provide a proposed detailed Project Management Plan. The proposed plan will be the basis of the Final Project Management Plan, which will guide management of the State's EBT Project through all project phases. The proposed Project Management Plan must include sections that address each of the areas described below. These areas are Project Work Plan, Staffing and Organization, Quality Assurance, and Risk Management.

Bidder understands and will comply: Yes \_\_\_\_\_ No \_\_\_\_\_

Reference Document: \_\_\_\_\_ Page(s) \_\_\_\_\_

Description: \_\_\_\_\_

### 5.6.1 Project Work Plan

The Bidder shall provide a comprehensive, detailed Project Work Plan. In preparing the Project Work Plan, the Bidder should use the EBT Project Life Cycle model described below to establish key milestone dates. An alternate life cycle proposed by the Bidder will be considered if the supporting rationale and criteria are clearly explained. The Project Work Plan shall include a schedule of all tasks and deliverables required for the design, development (including testing), and operations of the EBT system. Wherever the ITP requires a specific subtask plan, the work plan details shall be included there, and the Project Work Plan shall contain high level milestones and deliverables only (e.g. The Implementation Work Plan shall contain the schedule of all implementation tasks and deliverables, whereas, the Project Work Plan shall only contain the beginning and ending dates of each eligibility system interface development, Pilot County implementation and evaluation, and each county implementation).

The Project Work Plan shall include a schedule of all tasks and subtasks, including dependency tasks and tasks within the critical path. Project milestones and deliverables shall also be identified. In addition, the plan shall delineate the responsibilities of both the Contractor and the State for each task, and include a description of and scheduled date for the completion of each deliverable. The Project Work Plan must also show for each deliverable, the time period for State review and comment, the subsequent time period for correction by the Contractor prior to final submission and a deadline for acceptance of the Final version of the deliverable

The Project Work Plan must, at a minimum, contain the elements listed below.

1. Milestones
2. Key deliverables
3. Tasks and subtasks, including dependency tasks and tasks within the critical path
4. Resource loading - number, level and type of staff summarized for each task and subtask
5. Critical path diagram
6. Gantt chart showing planned and actual start and end dates for all tasks and subtasks, and percentage complete